

SECTION C: MICHIGAN ADULT EDUCATION POLICIES

| POLICY  | ISSUED         | EFFECTIVE      | RESCINDED |
|---|----------------|----------------|-----------|
| <b>TEACHER CERTIFICATION REQUIREMENTS</b>   | <b>ONGOING</b> | <b>ONGOING</b> |           |
| <p><u>Description:</u><br/>All teachers and counselors must meet state certification requirements. See attached Adult Education Teaching and Certification Policy</p> <p><u>Applicable To:</u><br/>Federal and State Section 107 funded adult education programs.</p> |                |                |           |

## TEACHER/ADMINISTRATOR PREPARATION AND CERTIFICATION SERVICES

### ADULT EDUCATION TEACHING AND CERTIFICATION POLICY

Enrichment Classes – No certificate required

High School Completion Credit Classes – Requires proper certification\*

Regular adult education day assignment (half-time or more) requires appropriate currently valid certificate in the same manner as any other regular teaching assignment.

Part-time (less than half-time) adult education day or evening assignments can be under the auspices of a substitute permit.

Vocational type classes can be taught by regular or vocational certificated teachers, or an annual authorization can be requested from Office of Adult Education if a fully certified teacher is not available.

Adult Basic Education

The local school district is required to determine who is qualified to teach in the Adult Basic Education Program and to make a determination as to whether an elementary or secondary certified person is used. Therefore, if a person holds either a valid elementary or secondary certificate, the school district would not be required to request permit approval for that person to teach adult basic education classes. This interpretation is supported by Rule 5 of the Administrative Rules which specifies that a person shall hold a certificate valid to the position to which he/she is assigned.

GED and Adult Learning Centers

GED programs and Adult Learning Centers often teach multiple subjects in one classroom. If the school district is unable to find a secondary certified teacher who is certified to teach all the subject areas included in the program, the district must request a substitute permit to cover the assignments outside the teacher's certification area. If the teacher is not certified in at least one of the subject areas being taught in the program, the school would need to request full year permit approval in accordance with the guidelines adopted by the State Board of Education on July 27, 1971.

\*See General School Laws 388.1502 Sec. 103 and 107, page 372.